

# **KONGOLESE CENTRE FOR INFORMATION & ADVICE**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS**

**2024/2025**

The Management Committees of Kongolese Centre for Information & Advice  
Present their Annual Report for

The Year ended 31<sup>st</sup> March 2025



### **The Chairperson's Message**

This has been another difficult, competitive, and challenging year for the organisation as a whole. As the Chair, I am truly honoured and pleased to report that it has been yet another very productive and successful year for Kongolese Centre for Information & Advice (KCIA). I have witnessed and observed a strong sense of an organisation passionately seeking to help its beneficiaries rebuild their lives, a desire to share knowledge and to help them achieve what they can for themselves. Welfare advice & guidance and legal representations, were at the heart of everything we did as an organisation, from service delivery throughout our commitment to train and reaching out the vulnerable and isolated beneficiaries.

During 2024/25, the organisation managed to expend its services to different locations and community Hubs across Westminster in particular and catchment areas of Westminster Borough including Brent and Camden (Happy Hubs, Brent Community Hub and Westminster Brunel Hubs), developing local partnerships which enable advice services to be targeted to most of Westminster's most disadvantaged residents – those without immigration status, risk of evictions, lone parents, children in risk of expulsion from schools, unemployed, young people without education, employment and training. This is why the intercultural aspect of the organisation's work is so important. Our work is based on a strong human rights framework and reflects our commitment to the Universal Declaration of Human Rights. I can proudly declare that the Kongolese Centre (KCIA) is more than JUST a place of hope and care for refugees and it is undeniable a leading French, Portuguese and Lingala speaking community organisation providing a unique holistic model of support. With an established firm reputation for integrity, friendly and extraordinary beneficiaries support & delivery services.

I am proud to announce that during 2024/25 financial year, despite all the financial strains and challenges within the voluntary sector, we managed to double the size of our organisation's incomes and expend our welfare right services delivery locations. We had also managed to secure further long-term funding which guarantees Kongolese Centre (KCIA)'s sustainability for another 3 years. We are very grateful and thank all our funders and donors for their confidence in our work. Our achievements wouldn't have been possible without the hard work, passion, and commitment of our staffs and volunteers under the excellent leadership of Mr Peter Nsumbu, our Project Coordinator. My personal gratitude to all of them and my deep admiration for their continued motivation to carry out their work. I would also like to express my immense gratitude to my fellow Trustees who have served the charity throughout this year in particular and also past years in general. For providing in valuable support and good governance, ensuring compliance with our organisational constitution and charitable regulations. We look forward with confidence to another year of success and prosperity for our organisation. Most importantly, with the expansion of our Welfare Right Service provisions, we look forward to being able to continue to offer our beneficiaries space and freedom to explore the meaning of some of their experiences in safety and with respect. Our work for Kongolese Centre for Information & Advice gives us much joy, in the firm conviction that the world can be a better place and we all can contribute to change.

### **The Chairperson**



Kanwar Bhan

### **Message from the Project Coordinator**

I am immensely delighted to present our Annual Report 2024/25 and proud to say that, the past years have seen lots of improvement and growth for the organisation (KCIA). Although multiple difficulties and challenges for the organisation as a whole but as the Project Coordinator, I am immeasurably proud that we have achieved so much and surpassed our expectations for the year 2025. Year 2024/25 revealed the hard work spirit of our dedicated staffs and volunteers, whom made real difference to the lives of many people including refugees, asylum seekers, indigenous and migrants who directly benefited from our welfare rights services.

The organisation's activities benefited around 1,484 individuals and 19 community organisations through referrals, signposting and translating. The organisation supported other local refugee community groups, in particular French and Portuguese speaking community groups in running activities and organising workshops. The Centre has been providing direct support through drop in, one to one, homes, hospitals and detentions centres visits across London. However, our work does not finish there, we worked to raise awareness of the new asylum legislation on "Failed Asylum Seekers" and welfare rights changes that affect millions of people across the UK in particular people on benefits.

This report provides a look back at KCIA's efforts to shine a light on the critical challenges faced by those who have been forced from their homes, and to promote solutions. It's not just the services right at the sharp end that matter. As the Project Manager, I am personally and greatly proud of the work KCIA does to engage refugees and asylum seekers and local communities in learning, sporting, exploring and cultural activities. These provide vital opportunities for newly arrived people to fully integrate, be more active in local activities and to come together to share their experiences, to have fun and to learn from each other as equals. I am proud to say that this year 2025, we managed to secure more funding and expanded our team and activities. We hope to undertake a strategic review of both restricted and unrestricted funding streams through the help and support of KCIA's Trustees and local partners in voluntary sector in regular basis. Need to further develop our plans of establishing the organisation as a Pan London's French, Portuguese and Lingala representative Network Centre through different local community hubs.

This report sets out our activities for the year and highlights our key successes and achievements. It also highlights the work of our dedicated and hard-working volunteers and staff to whom I am ever grateful. I am greatly indebted to our funders and trustees who recognised and shared our assessment of needs enabling us to grow and fulfil our aims. In particular, I would like to thank the Trust for London, Westminster City Council, Westminster Amalgamated Charity, National Lottery Communities Fund, John Lyon Charity and The Lloyds Bank Foundation who played an important role in the expansion of services and in securing our future long terms funding for another 3 years.

My special gratitude and sincerely thank to all our trustees, who tirelessly contribute and dedicate their valuable time to support me and guiding the overall direction of KCIA and, in many instances, assist with many aspects of the work. Our staffs and volunteers for their significant commitment, and hard work on behalf of our beneficiaries.

Thank you all,

**Project Coordinator**



Peter Nsumbu

## 1. Organisation's Historical Background

Kongolese Centre for Information & Advice was established in May 2000 but formalised in May 2001 to cater for the needs of the Black African French & Lingala speaking refugee and asylum seekers communities in Westminster in particular and in Great London in general. It uses the name "Kongolese" as opposed to "Congolese" to highlight the historical links between the communities from the once Kingdom of Kongo, which is now divided up in the Democratic Republic of Congo, the Republic of Congo and the Republic of Angola.

Most Black African refugee communities in Westminster cater for English and Arabic speaking people with no other provider in the borough able to cater for the needs of the Kongolese communities.

Kongolese Centre is a Community Legal Services and the Office of the Immigration Services Commissioner exempted centre providing **Free** general advice & guidance and legal representation on welfare rights issues (**Immigration, Housing, Education, Employment, Health and Social**) experienced by refugees, asylum seekers and ethnic minority in general. It is a charitable organisation registered under charity number 1090079.

## 2. Our Objectives

- To improve social life of refugee groups and ethnic minorities
- To promote social justice, equality of opportunities
- To promote personal development of its members, welfare of individuals and refugee groups.

## 3. Our Vision

- **Our vision** is for a world where all Kongolese refugees and migrants are living peaceful, happy and hopeful lives and are respected members of their community

## 4. Our Mission Statement

- **Our mission** is to provide information, advice and support to the Kongolese community. We also raise awareness of the issues they face and work to break down cultural barriers that affect them.

## 5. The Values That Lie at The Heart of Everything We Do

- **Friendly** – We are welcoming, caring and supportive
- **Responsive** – We listen and act. We are here to help
- **Trust** – Our team comes from the Kongolese community, so we know and have experienced the challenges faced by those we support. We aim to work to the highest professional standards
- **Impact** – Everything we do is focussed on making a positive difference to the Kongolese community

## 6. Our Strategic aims

- Between 2023-28 our focus is on achieving three strategic priorities:
  - Prioritising the needs of those who use our services
  - Consolidating and developing the support we provide for groups at a grassroots level
  - Developing the capacity of our Resource Centre

## 7. Organisation's Structure, Governance and management

### 7.1 Organisation's Reference and Administrative Details

<b>Registered charity name:</b>	Kongolese Centre for Information & Advice ( <b>K.C.I.A</b> )
<b>The Governing Document:</b>	The Constitution
<b>Charity registration number:</b>	1090079

## 7.2 The Administrative Office of the Organisation:

**Bangladesh Centre**, 19 Samford Street  
London NW8 8ER

**Solicitors:**

**Community Law Clinic Solicitors**,  
71 Chamberlayne Road, Kensal Rise,  
London NW10 3ND  
Tel: 02089644222

**Banker:**

**NatWest Bank**, 315 Station Road,  
Harrow Middlesex HA1 2AD

**Accountant:**

**MMF Accountants**, 506 Hertford Road, Enfield Middlesex  
EN3 5SS Tel: 02039300472

Email: [info@mmfaccountants.co.uk](mailto:info@mmfaccountants.co.uk)  
[www.mmfaccountants.co.uk](http://www.mmfaccountants.co.uk)

Website:

**Staffs:**

**Peter Nsumbu**, Project Coordinator  
**Anette Wilkins**, Community Welfare Officer

**Volunteers:**

Floresse Lembe, Andrew Kapiano, Tania Bridge, Solange  
Kandu, Jessica Nsimba, Yvonne Zahina, Fahrida Lengelo  
and Ellie Iyampango

## 8. Organisation's Trustees

KCIA's trustees bring a range of experience and expertise. They include individuals with backgrounds former Refugees, Lawyers, Nurses, I.T technicians, House Wife's, fundraising, finance, organisational development, and they draw on professional experience in both corporate and charity sectors.

At the end of this reporting period the organisation (KCIA) had 8 trustees. KCIA's trustees were elected at the Annual General Meeting 2023 and interviewed, with at least one member of the panel being a user of our services. One third of trustees must retire at every AGM with those longest in office retiring first and the choice between any of equal service being drawn by lots. Trustees meet every last Saturday of the two months, reviewing strategic progress, financial position, and monitoring against the charity's stated aims. No trustees receive any benefit for their service.

## 9. Names of Trustees and Positions

Mr Kanwar Bhan  
Mr Christian Carlton  
Ms Katia Andrade  
Ms Anamarie Especiosa  
Mrs Jeanne Boketshu  
Ms Sylvie Rose Bamoshi,  
Mrs Essiya Muzumu,  
Miss Rose Vita

**The Chairman**  
**Vice Chair**  
**General Secretary**  
**Treasurer**  
**Senior Advisor**  
**Advisor**  
**Senior Advisor**  
**Advisor**

**10. The Resources Sub Committee Members**

- **The Executive Committee:** Mr Kanwar Bhan, Ms Katia Andrade and Jeanne Boketshu
- **The Finance Sub Committee:** Ms Anamarie Especiosa, Mr Christian Carlton and Mrs Essiya Muzumu
- **The Fundraising Committee:** Ms Sylvie Rose Bamoshi and Miss Rose Vita

**11. Organisation's Risk Management**

During every meeting, the trustees discuss and assess the major risks to which KCIA is exposed, in particular those relating to the specific operational areas of KCIA and its finances. The trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, reviewing quarterly financial statements, and by examining the operational and business risks faced by the organisation, they have established effective systems to mitigate those risks.

**12. Particulars of Employees**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

No employee received remuneration of more than £60,000 during the year (2022 - Nil).

The Trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

**13. Related Parties**

There were no related parties within the year and none of the Trustees received any remuneration during the year.

## **Independent Examiners Report**

I report on the Accounts of Kongolese Centre for Information & Advice for the year ending 31<sup>st</sup> March 2025.

### **1. Accounting Policies**

The Trustees, who are also called the Management Committees of the charity for the purpose of the recommended practise applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the England and Wales.

The trustees present their report with the financial statement of the charity for the year ended 31<sup>st</sup> March 2025. The financial statements have been prepared in accordance with accounting and reporting by the Charity Commission under section 145 (5)(b) of the Act.

### **Cash Flow**

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

### **Incoming resources**

Grants receivable are recognised in the accounts when conditions for their receipt are satisfied. Grants with conditions attached to their use are included in restricted funds. Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable.

### **Resources expended**

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to a particular heading they have been allocated to activities on a basis consistent with the use of the resources.

Costs classified as governance relate to the general running of the charity and include the operations of the Board of Trustees and addressing constitutional audit and other statutory matters. Resources expended include attributable VAT, which cannot be recovered.

### **Reserves and reserves policy**

Kongolese Centre for Information & Advice is committed to using its resources in pursuit of its charitable objects. It is also committed, however, to maintaining a level of reserves that is prudent to meet ongoing liabilities, sufficient to ensure that all service delivery commitments can be met and to protect the long-term future of our operations. Our reserves policy seeks to balance these priorities by holding a level of reserves sufficient to:

- Ensure the availability of sufficient working funds in hand
- Provide a breathing space in case of unexpected loss of income to ensure that services can be maintained; and to
- Provide sufficient funds for an orderly winding-down in the event of a need to cease activity.

## 2. Incoming & Expenditures for the year ended 31<sup>st</sup> March 2025

Sources	Unrestricted Funds £	Restricted Funds £	2025 Total Funds £	2024 Total Funds £
Westminster Amalgamated Charity	5,974	-	5,974	5,000
Lloyds Bank Foundation	25,000	-	25,000	27,250
John Lyon's Charity	-	28,500	28,500	18,000
Trust for London	-	21,500	21,500	21,500
Big Lottery Community Fund	-	57,407	57,407	32,300
Octavia Foundation	-	-	-	9,280
Westminster Emergency Fund	-	-	-	10,000
Westminster Council Core Fund	-	15,000	15,000	15,000
KCIA Trustees Yearly Contribution	3,690	-	3,690	3,395
Cash at bank/cash in hand	9,320	2,960	12,280	16,614

<b>Total Income received</b>	<b>£43,984</b>	<b>£125,367</b>	<b>£169,351</b>	<b>£158,339</b>
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## 3. Expenditures on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	2025 Total Funds £	2024 Total Funds £
Office & administration	6,628	-	6,628	3,654
Equipment	228	850	1,078	1,390
Advertise & promotion	1,440	5,090	6,530	4,980
Postages	441	204	645	308
Travel	2,638	-	2,638	2,190
Telephone & broadband	1,190	-	1,190	995
Insurance covers	405	1,115	1,520	1,375
Membership & subscriptions	3,305	2,525	5,830	5,370
Rent & rates	1,420	7,790	9,210	7,455
Bank charged fees	411	-	411	352
Volunteers	2,140	4,305	6,445	5,040
Wages & Salaries	1,798	92,962	94,760	81,705
NI & Payroll	1,039	12,008	13,047	10,616
Accountancy	2,900	-	2,900	2,200
Meetings & Hires Costs	5,652	2,218	7,870	7,195
Refreshments	3,860	1,515	5,375	4,558

<b>Total</b>	<b>£35,495</b>	<b>£130,582</b>	<b>£166,077</b>	<b>£139,383</b>
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<b>Depreciation – Fixtures &amp; Fittings</b>	<b>-</b>	<b>302</b>	<b>302</b>	<b>219</b>
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<b>Total Expenditure</b>	<b>£34,224</b>	<b>£130,280</b>	<b>£165,775</b>	<b>£139,164</b>
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<b>Surplus/deficit for the year</b>	<b>£3,834</b>	<b>£18,176</b>	<b>£22,010</b>	<b>£18,679</b>
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	Unrestricted Funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
<b>Fixed Assets</b>				
Tangible assets	£4,642	£17,262	£21,904	£19,896
<b>Current Assets</b>				
Debtors	£186	£1,818	£2,004	£2,922
Cash at bank	£37,929	£89,913	£127,842	£112,875
	£38,115	£91,731	£129,846	£115,797
<b>Creditors</b>				
Amounts falling due within 1 year	-	(£3,222)	(£3,222)	(£2,145)
<b>Net Current Assets</b>	£38,115	£88,509	£126,624	£113,652
<b>Total Assets Less Current Liabilities</b>	£42,757	£105,771	£148,528	£133,548
<b>Net Assets</b>	£42,757	£105,771	£148,528	£133,548
<b>Funds</b>				
Unrestricted funds			£42,757	£41,028
Restricted funds			£105,771	£92,520
<b>Total Funds</b>			£148,528	£133,548



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name

Kongolese Centre for Information & Advice

**On accounts for the year  
ended**

31<sup>st</sup> March 2025

**Charity no  
(if any)**

1090079

**Set out on pages**

7 - 12

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

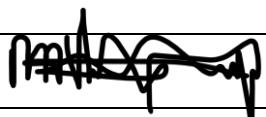
I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**



**Date:**

29/09/2025

**Name:**

Mr Etienne Momavuli

**Relevant professional qualification(s) or body (if any):**

MMF Accountants

**Address:**

506 Hertford Road,

Enfield Middlesex

EN3 5SS

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

None

Approved by the K.C.I.A's Trustees on the.....5<sup>th</sup> October 2025.....

Signed on behalf of the Trustees by:

A handwritten signature in black ink, appearing to read 'Kanwar Bhan', written in a cursive style.

Mr Kanwar Bhan

**The Chairperson**